



# LOS ANGELES COUNTY COMMISSION ON HIV

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## OPERATIONS COMMITTEE MEETING MINUTES

January 28, 2013

Approved  
2/25/2013

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Jenny O'Malley, <i>Co-Chair</i>	Whitney Engeran-Cordova	None	Jane Nachazel
Joseph Green	Thelma James		Craig Vincent-Jones
David Kelly	Juan Rivera		Nicole Werner
Ted Liso/James Chud		DHSP STAFF	
		None	

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, *1/28/2013*
- 2) **Maps:** Los Angeles County Service Planning Areas and Service Planning Areas by Supervisorial District, *8/2002*
- 3) **Table:** Los Angeles County Commission on HIV, Membership Roster, *10/2/2012*
- 4) **Table:** Committee Assignments, *1/10/2013*
- 5) **Table:** Scoring Matrix, *ongoing*
- 6) **Form:** Renewal Application Evaluation and Scoring Form, *12/5/2010*
- 7) **Renewal Application:** David Kelly, *1/28/2013*
- 8) **Table:** Los Angeles County Commission on HIV, Comprehensive Training Program (CTP), CTP Curriculum Outline, *ongoing*

1. **CALL TO ORDER:** Ms. O'Malley called the meeting to order at 10:25 am.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve Operations Committee Meeting minutes, as presented (*Postponed*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:**
  - Mr. Vincent-Jones expressed concern about Ms. James who has missed several meetings. Mr. Green reported some health issues and that she was considering reducing some of her responsibilities.
  - Mr. Engeran-Cordova was not re-nominated for an Executive Committee At-Large seat and will no longer serve on the Executive or Operations Committees. Messrs. Liso and Green were elected and one At-Large seat remains vacant. Operations members to consider possible candidates.
  - ➡ Mr. Green to talk with Ms. James in the next few days and will ask about her plans.
6. **CO-CHAIRS' REPORT:**
  - A. **Co-Chair Nominations:**
    - Mr. Green was previously nominated to fill the co-chair seat vacated by Ms. Peterson. It is also the time of year for general co-chair elections; nominations could be taken for both seats for elections in February.
    - Unification of the Commission and Prevention Planning Committee (PPC) should not influence this year's co-chair elections. There have been no structural determinations on the unified body as yet and the PPC has suspended regular

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meetings through July in lieu of joint meetings with the Commission. Its Executive Committee continues to addresses other business.

- There was discussion as to whether or not a Commissioner could hold both an At-Large seat on the Executive Committee and Co-Chair seat on one of the other committees. Mr. Vincent-Jones said he/she could, but it would be preferable for the person to resign from the At-Large seat if another Commissioner were interested.
- ➡ Mr. Green, Mr. Liso and Ms. O'Malley were nominated as Co-Chairs. Members may contact Mr. Vincent-Jones with additional nominations. Nominations will close and elections will be held at the February 2013 meeting.

### 7. MEMBERSHIP:

#### A. Applications:

- **David Kelly:** Mr. Kelly was interviewed by the committee. He appreciates Operations for the various candidate perspectives, Priorities & Planning (P&P) Committee where policy and revenue meet and the Latino Caucus as there is no African-American Caucus and the epidemic in the County is largely among people of color. He also participates in the Comprehensive HIV Planning (CHP) Task Force addressing unification and attended a National African-American MSM Conference addressing HIV and other health conditions. He hopes to move to a full seat.
- Mr. Vincent-Jones noted Mr. Kelly has been retained on the alternate seat in hopes of securing a Latino/a for the full Consumer SPA 7 seat, but no viable candidates have been found despite extensive efforts. Mr. Kelly has demonstrated his ability to act as the full member, has improved his ability to participate in the Commission's collaborative process, and shown exemplary attendance, including participation in optional activities. Mr. Kelly also would improve demographic balance as it has become increasingly difficult to recruit African-Americans as well.
- Mr. Chud asked if he might also move to a full seat. Mr. Vincent-Jones said health issues occasioned spotty attendance in the past, but his attendance has been consistent for the last several months. A full seat is possible if good attendance continues.
- ➡ Refer Motion 3 to the Executive Committee for approval since the February Commission meeting has been pre-empted by the Office of National AIDS Policy (ONAP) and the March Commission meeting will be replaced by a 3/7/2013 Joint Commission/PPC meeting. The Executive Committee can act in the stead of the Commission when necessary.

**MOTION #3 (Green/O'Malley):** Nominate David Kelly to the Consumer SPA 7 seat and forward to the Executive Committee acting for the Commission for approval and submission to the Board of Supervisors for appointment (**Passed by Consensus**).

#### B. Status:

- Mr. Vincent-Jones reported CHP Task Force is addressing how to reconstruct membership.
- Emily Gantz McKay will facilitate CHP Task Force (TF) meetings, 9:00 am to 5:00 pm, on 2/5-6/2013. She will meet with the PPC on 2/7/2013, and return with a draft plan to again work with the CHP Task Force on 3/5-6/2013.
- The 3/7/2013 Joint Commission/PPC meeting will review the Comprehensive HIV Plan for approval and discuss the unification plan, either approving it or releasing it for public comment. Ms. McKay will attend the 3/7/2013 meeting and has also reserved 3/18-19/2013 should there be any final revisions.
- The Technical Assistance is scheduled for three months starting 1/1/2013. It can be extended if needed, but the goal is to complete the draft unification plan by March and commence Ordinance work in hopes of Board approval by 6/30/2013. Mr. Vincent-Jones has met with County Counsel to advise them to expect the draft by, at the latest, April.
- Operations may be involved in By-Laws development once the process is further along. The CHP TF has also identified three key areas for development: structure/organization, functions/responsibilities and membership. The latter is likely to be the most challenging. Both the Commission and PCC support unification; current Prevention Guidance removes most of the CDC community planning requirements, so unification becomes an opportunity to maintain it.
- Regarding housing, Mr. Vincent-Jones said strategic discussions are being initiated with the Los Angeles Countywide HOPWA Advisory Committee (LACHAC). He would like to bring LACHAC into joint community planning if possible.
- The Commission is also negotiating with the Department of Health Services (DHS) to become the Federally Qualified Health Center (FQHC) governing body, the Community Health Center Board (CHCB) for DHS. Counties can become FQHCs, but must have a governing body with 51% consumers. This would be another County role to reinforce strong community planning after Affordable Care Act (ACA) implementation. If approved, the CHCB would be a separate body run out of the Commission office.

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**C. Recruitment:** Mr. Vincent-Jones reported he advised Karen Ingvaldstad, HRSA Project Officer, that recruitment has been suspended due to unification work, except for applications already in the pipeline. Ms. Ingvaldstad approves since she understands there will be many changes in unification, including many Commissioners and PPC members who will retire. HRSA anticipates the Commission/PPC unification process will be a template for other jurisdictions.

**D. Management:** There was no additional discussion.

### **8. NEW MEMBER ORIENTATION:**

- ➡ Operations Committee members will review the Comprehensive Training Program (CTP) and return to the February meeting with suggestions to update it.

**9. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):** This item was postponed.

**10. NEXT STEPS:** This item was postponed.

### **11. ANNOUNCEMENTS:**

- ➡ Mr. Liso will obtain more details about the national consumer training announced by Marlene Matosky, HRSA clinical unit, at the Consumer Caucus. He will forward the information to Mr. Vincent-Jones for distribution.
- ➡ LACHAC will conduct a 2/6/2013 consumer focus group on housing.
- ➡ Mr. Vincent-Jones will follow-up with Linda Scruggs on providing leadership, recruitment and evaluation training.

**12. ADJOURNMENT:** The meeting adjourned at 12:15 pm.